

City of Burlington / CDBG 2012 Application Form

Eligibility _____ National Objective _____ NRSA _____
(Office Use)

Project # _____
(Office Use)

Project Name: New Arrivals

Project Location/Address: 66 North Avenue

Organization: Sara Holbrook Community Center

Mailing Address:

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I. CDBG Funding Request:

\$ 5,000

II. Project Summary: Briefly describe the project or program to be funded with CDBG. (Please use a one or two sentence description – there is room in Section IV for more detail.)

For 22 years, the Sara Holbrook Community Center (SHCC) has sponsored rich summertime learning experiences for English Language Learners (ELLs) from the Burlington area. *New Arrivals* was conceived with the idea that ELLs would benefit academically from additional engagement with English language content beyond the school year. *New Arrivals* is unique in that it is the only summer learning program in the area that accommodates pre-Kindergarten through middle school ELLs

III. Description of Organization: Describe the capacity of your organization to successfully carry out the program activities. What is your mission, and how do the proposed activities fit with your mission?

For 74 years, the SHCC has been providing an array of services to meet the needs of the community. Modeled after the settlement houses of New York City, the mission of the agency is to develop responsible and productive children, youth and families thorough social development, educational and recreational opportunities. The Center serves Chittenden County, with a primary focus on the north end of Burlington.

The Center's 17 member board of directors brings a variety of skills to the organization. They have a long-standing reputation as committed, involved volunteers who are knowledgeable about all facets of the organization and its programs. All board members also volunteer in programs and in fundraising events.

The *New Arrivals* staff is comprised primarily by certified ESL teachers employed by the Burlington School District during the academic year. The executive director of the SHCC has worked for 30+ years as a social worker in a variety of Vermont communities. She has extensive experience in program development and assessment, as well as in staff, board and financial development.

Founded in 1937, the Center primarily served the newly-arrived Irish, French-Canadian and Italian families who migrated to Burlington to work in the mills, lumber yards, quarries and on the Burlington waterfront. With the influx of new arrivals from around the world, the vision – and the work – of Sara Holbrook continues.

IV. Project Description:

- a. Describe the specific activities to be carried out by your project with CDBG dollars and the accomplishments you plan to achieve. Please distinguish the total number to be served from the number of Burlington clients to be served. Be specific about the tasks / work that CDBG will pay for. Use the table below, adding rows if necessary. You may add narrative below the table if needed for further description.

Specific Service / Activity:	CDBG will pay for:	Unduplicated Total # of Households / Persons to be Served in this Service / Activity:	Unduplicated Total # of Burlington Households / Persons to be Served:	Outcome(s) to be Achieved:
English Language classes for children	salaries	65	45	Students maintain English proficiency during summer months

- b. If you plan to pay for staff with CDBG funding, describe what they do in relation to the specific service(s) / activity(ies) described above. All staff that appear in the salary / benefits line items in your budget (Section XV) must be described below. Add rows if necessary.

Specific Service / Activity	Position/Title	Work Related to CDBG-Funded Activity	# of Hours per Week spent on this Specific Service / Activity	% of Hours per Week spent on this Specific Service / Activity to be paid with CDBG
Teaching English: reading, writing and speaking skills	teachers	Planning, implementing and evaluating curriculum	25	100% for 1 out of 5 teachers 100% for 1 out of 5 aides

V. Beneficiary Information

- a. For each service / activity you identified in Section IV, please project how the Burlington residents will break out into the following income categories. Use the Income Table at http://www.cedoburlington.org/cdbg/income_limits.htm.

Service / Activity:	Unduplicated Total # of Burlington Households / Persons to be Served:	# Extremely Low-Income	# Low-Income	# Moderate-Income	# Above Moderate-Income
English language instruction	45	40	5		

- b. Please provide a single unduplicated total beneficiary count below:

Unduplicated Total # of Burlington Households / Persons to be Served:	# Extremely Low-Income	# Low-Income	# Moderate-Income	# Above Moderate-Income
45	40	5		

- c. How will/do you document beneficiary income levels?

The SHCC is located in the old North End, a neighborhood previously designated as a federal enterprise community. Because the children we serve reside primarily in the Integrated Arts

Academy (H O Wheeler) and Sustainability Academy (Lawrence Barnes) districts, all children attending SHCC qualify for free summer lunches through the federal summer feeding program, operated by the Burlington School District's food service program. The school district collects family income data.

VI. Problem Statement

a. What particular problem or need will this project address?

This project addresses the "summer slip" of English literacy noted in children who speak English as a Second Language during the summer months when school is not in session.

b. How was this need identified?

In 1989 a long-standing board member of the SHCC who was also employed as a teacher in the Burlington School District recognized that her ESL students lost academic skills over the summer months, when school was not in session. The school district had no funding to provide ELL summer programming, so the SHCC developed this project. That first year 75 children, primarily Vietnamese, appeared for the 4 week program.

c. Why is this a funding priority for Burlington?

Since the inception of the Vermont Refugee Resettlement program in 1980, over 5,000 refugees have been placed in Vermont – the overwhelming majority in Chittenden County. Burlington's School District serves children speaking over 60 different languages – of the city's 3,682 children, 16.8% speak English as a Second Language. (Burlington School District annual report 2009 – 20010)

VII. Program Goals: How will this project reduce the number of people living in poverty? Will it help people move out of poverty? Prevent people from entering poverty? Address basic needs of people living in poverty?

Education is a basic need, as well as a key component to being able to exit poverty. The *New Arrivals* program is unique in that it juxtaposes with the SHCC's elementary summer camp program and the Center's Teen Youth Adventure program; children can sign in for a morning of educational experiences and then meld into another program providing summer outdoor enrichment activities. Quality childcare is a critical necessity for working parents – having their children enrolled in SHCC programming helps parents to rest easy, knowing their children are safe and well-supervised.

a. Are you targeting any specific disadvantaged population/group of people? If so, who are they? (i.e., people with disabilities, minorities, women with children living in poverty, people with limited English proficiency, at-risk youth, etc.)

This program serves families whose circumstances spill across a number of disadvantaged populations: children from families with limited English proficiency, minorities, families with children living in poverty **and** at-risk youth.

VIII. Equal Opportunity/Accessibility:

a. How do you make sure your programs are accessible to all, inclusive and culturally appropriate?

The SHCC facility itself is handicap accessible. Cultural appropriateness is honed in that the curriculum is developed and implemented by skilled Burlington School District ESL teachers. The program is staffed when possible with aides that speak the predominate languages/ethnicities served. The SHCC is an EOE employer.

b. Describe the diversity status of (i) your staff for this program and (ii) your board. How does that compare with the diversity status of the clients of the program/project you're requesting funding for?

The staff and the board include members of the GLBT community; accommodations are made for both staff and board members with disabilities. Open board positions are recruited based on the skill set needed by the agency at that given time; all board members are expected to assist the agency with community connections that support the financial needs of the agency. Staff members last year included low-income native Vermonters, an African American, 2 Native Americans, Congolese, a woman from St. Lucia and a young woman from India. In past years, the program has been staffed by Vietnamese and Bosnian teachers. Participants during the summer of 2011 included children from Somalia, Bhutan, Kenya, Burma, Vietnam, Senegal, Ethiopia, Bosnia, Thailand, Burundi, Sudan, Congo, and Ghana.

c. Describe the diversity/cultural competency trainings that your staff and Board have participated in during the last year.

SHCC staff attended "Supporting Families As Dual Language Learners". The Executive Director and program recruitment staff attended a day-long conference on diversity sponsored by the Greater Burlington Multicultural Resource Center, as well as a day-long conference on Building Bridges Out of Poverty. The SHCC's board President is an active member of "Diversity Now", and serves on the board of Vermont Family Network.

IX. Impact and Evaluation:

a. How do you define success? How do you measure it? How many of your beneficiaries achieve it?

Success for the *New Arrivals* program is gauged by the comparison of data collected in pre and post-tests completed by the students. These tests demonstrate the desired goal of maintaining or improvement of academic skill. This year, the program utilized a research-based program by Scholastic called **Text Talk**. This program was created by 2 experts in the field, Isabel L. Beck, Ph. D. and Margaret G. McKeown, Ph. D. This year's post test results documented that 93% of the 53 students who completed the program improved or maintained their scores.

b. If this is an existing project:

1. What were your projected accomplishments for your most recent completed funding period or fiscal year?

We projected that 90% of all enrolled children would demonstrate gains during the summer 2011 program.

2. What were your actual accomplishments for that period? If you did not meet projections, please explain (i) why and (ii) how you will overcome that issue in the future.

Marked gains were demonstrated in all groups:

Group	Story 1 Pre Test Average Score	Story 1 Post Test Average Score
Primary	44.4%	66.6%
Intermediate	54.2%	72.3%
Middle School	55%	81%

X. Community Participation & Partners

- a. How are the community and/or program participants involved in decision-making and in identifying the program need, design and/or evaluation?**

As a United Way member agency, the SHCC is charged with addressing a defined community need; programs are funded based on how successfully the program impacts the defined need. All of the SHCC's United Way funded programs are currently evaluated annually. That parents recognize the need for ESL services for their children is demonstrated by the fact that they enroll their children – on many occasions, year after year. Word of mouth is our best referral – parents of previously served children bring newly arrived friends and relatives and help them to register for the program.

- b. What other agencies or sectors (i.e., government, private) do you work with on this project/program?**

Referrals for *New Arrivals* originate with ESL teachers in Burlington and surrounding school districts, as well as from the VNA, VT Refugee Resettlement, communities of faith and parents. Burlington School District Food Service Dept. provides lunch through the federal summer feeding program. The United Way Volunteer Center and St. Michael's college provide volunteers. Two area churches conduct food drives to provide healthy snack foods. Shelburne Farms provides a week of science camp to all program participants. Fletcher Free Library provides books and literacy sessions.

XI. Sustainability

- a. How will this project have a long-term benefit to the City of Burlington?**

New Arrivals addresses a recognized community need; the maintenance of academic skills is key to children's on-going school success. The juxtaposition of this program with other child care programs operated by the Center supports low-income families with child care availability, allowing parents to focus on employment and training.

- b. If the project ends, will that benefit continue?**

If the project ends, hopefully the academic gains made by children will support the retention of academic skills. Ideally, this project will not end – the Burlington School District does not have sufficient funding to ensure summer programming for all ELL children.

- c. If CDBG funding ends, will the project be sustainable (i.e., able to continue)?**

That is very difficult to gauge. Two years ago was the first time in 20 years that the SHCC requested CDBG funding for *New Arrivals*; the program has always cobbled together funding from a blend of sources – Chittenden County United Way, small family foundations, private donors, the Burlington School District, and the Vermont Dept. of Education. The Burlington School District is no longer able to underwrite this program with local dollars because of budgetary restrictions. The Turrell Fund, one of the SHCC's long-time stalwart supporters, has just notified the agency that they have shifted giving priorities to the 0-3 age category, resulting in a \$5,500 reduction in grant monies.. Decreased funding may result in less weeks of service.

XII. Consistency

a. What Consolidated Plan objective does this project support?

This project addresses Objective SL-1.3: help 400 youth access after school and summer recreational and educational opportunities each year over the next five years

b. What other City plans, if any, does this project support or complement?

This project complements the over-arching economic opportunity goal, objective EO-3.1: Help families access quality child care/early education for 75 children each year over the next 5 yrs.

XIII. Readiness to Proceed

a. Is the project ready to begin July 1, 2012 and be completed by June 30, 2013?

Yes.

b. If not, what are the expected start and completion dates?

c. Are there any other conditions that may affect your ability to begin or complete this project?

There are no foreseen difficulties.

XIV. Financial Narrative

a. Why should CDBG resources, as opposed to other sources of funding, be used for this project?

CDBG monies used for this project address the needs of people living in poverty; in supporting efforts that enhance education, the program helps build children's academic skills to prepare them to be successful in life. This program – indeed, the entire agency – has a long history of collaborating with other service providers to stretch resources and to enhance sustainability. This program is culturally sensitive and fully accessible.

b. Describe your use of community resources. For example, will your project be matched or leveraged with other funding sources or resources (such as volunteers) that don't appear in the budget summary below?

None of the program's in-kind is reflected in the budget. Volunteers from the United Way Volunteer Center, from the First Congregational Church and from St. Michael's College supplement the classroom staff. Because program participants meet the income criteria, the federally funded summer feeding program supplies breakfast and lunch. Books are donated through the Fletcher Free Library. The Burlington School District provides free classroom space for the elementary and middle school component of the program.

c. Has your organization had any significant changes in funding levels over the last year? If so, please describe.

All Vermont non-profits are assessing the impact of Hurricane Irene on philanthropy. The SHCC has noted a decrease in private donations, as well as elimination of local funding from the Burlington School District in support of *New Arrivals*. We are waiting anxiously to see how the holiday giving season plays out; private foundation funding is down from past years, and Turrell Funds will no longer be available. The agency is committed to retaining good employees who may not see any pay increase in the next fiscal year, as the agency grapples with yet another 12% spike in health care costs.

d. What percent of Agency funds are used for administration vs. program costs?

Per 2011 audit, 13.4% is used for admin vs. 86.6% for program costs.

XV. Budget

a. Summary

	Project		Agency	
	Current	Projected	Current	Projected
CDBG	\$ 2,631	\$ 5,000	\$ 10,166	\$21,000
State	0	0	0	0
Federal	0	0	0	0
United Way	14,000	19,500	103,000	116,000
Private	43,369	35,500	290,310	269,500
Program Income	0	0	175,000	175,000
Other	0	0	8,100	8,500
Total	\$ 60,000	\$ 60,000 **	\$ 586,576	\$ 590,000

* Must match your CDBG request amount on Page 1.

** Must match in all three boxes on Pages 7 and 8.

b. Proposed Project Budget Sources

CDBG	\$ 5,000 *
Other Federal – please specify funder and program (i.e., HUD – Emergency Shelter Grant, etc.)	
	\$ 0
	\$
	\$
	\$
State – please specify funder and program (i.e., Department of Health – AIDS Prevention, etc.)	
	\$ 0
	\$
	\$
	\$
United Way of Chittenden County	\$ 19,500
Private – please specify (i.e., individual donations, foundations, faith-based organizations, etc.)	
Private donations	\$ 10,500
foundations	\$ 25,000
	\$
Other – please specify (i.e., fee-for-service, etc.)	0
	\$
	\$
TOTAL	\$ 60,000 **

c. Proposed Budget Uses

<u>Line Item</u>	<u>CDBG</u>	<u>Other</u>	<u>Total</u>
salary	\$ 5,000	\$ 25,000	\$ 30,000
benefits	\$ 0	\$ 7,600	\$ 7,600
occupancy	\$ 0	\$ 1,000	\$ 1,000
other	\$ 0	\$ 21,400	\$ 21,400
	\$	\$	\$
TOTAL	\$ 5,000 *	\$ 55,000	\$ 60,000 **

* Must match your CDBG request amount on Page 1.

** Must match in all three boxes on Pages 7 and 8.